Class Title: INFORMATION SYSTEMS ASSISTANT
Class Code: 002340

Examination Method

Minimum Qualifications Evaluation: Employment applications for Information Systems Assistant will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Information Systems Assistant. The written test takes approximately three (3) to four (4) hours to complete.

Test Content Summary

The computer-administered test consists of 78 multiple choice questions divided into five test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to learn information system analysis, design and/or programming work. The five test sections are:

> **Organizing Problem Solutions** - Questions are designed to assess an applicant's ability to appropriately organize the steps for the solution of a problem into a logical sequence by using work flow diagrams. (21 questions)

> **Reading Passages and Answering Questions about Content** - Questions are designed to assess the extent to which an applicant will be able to learn specific components or aspects of the job through the reading of written technical materials. (12 questions)

> **Solving Problems Using Basic Mathematics** - Questions are designed to assess an applicant's ability to analyze a problem and determine the necessary steps for resolution using addition, subtraction, multiplication, or division. (21 questions)

> **Expressing Information** – Questions are designed to assess the applicant's ability to express information in a clear, concise form. (12 questions)

> **Identifying the Last Letter in a Sequence** - Questions are designed to assess an applicant's ability to interpret the logic used in the creation of a letter sequence. (12 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).